*to be completed by the student:*

|  |  |  |  |
| --- | --- | --- | --- |
| Student name:   | Student number:  | Start date TM:  | Expected thesis defence date:  |
| Chairman of the Thesis Assessment Committee:  | Track:  [ ]  I&I  [ ]  S&S | Graduation Support Scheme[[1]](#footnote-1):      months |

*to be completed by the chair:*

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Titles + name** | **Affiliation**: University/UMC + faculty + departmentorOrganisation + department | **Position[[2]](#footnote-2):** | **Senior scientific staff at LDE** | **Not involvedin thesis project** | **Responsible for medical content** | **Responsible for technical content** | **Employed at LDE** | **Expertise in thesis topic** |
| S1 (Chair) |       | Org.:      Fac./dept.:        |       |[x]  [ ]  | [ ]  |[ ]  [x]  | [ ]  |
| S2 (required) |       | Org.:      Fac./dept.:        |       |  | [ ]  | [ ]  |[ ]  [ ]  | [ ]  |
| S3 (required) |       | Org.:      Fac./dept.:        |       |  |[ ] [ ] [ ]  [ ]  | [ ]  |
| S4(optional) |       | Org.:      Fac./dept.:        |       |  |[ ] [ ] [ ] [ ] [ ]
|  |  | **Requirements for members above:**  |  | ≥1 | ≥1 | =1 | =1 | ≥2 | ≥1 |
| Cum Laude |       | Org.:      Fac./dept.:        |       |  | ☒ |  |  | ☒ | ☒ |

|  |
| --- |
| Signature chair:  |

|  |
| --- |
| Remarks:  |

 *to be completed by SPA 3mE:*

|  |  |
| --- | --- |
| If any, courses to be completed:  | Weighted average[[3]](#footnote-3):  |

 *to be completed by Master coordinator TM:*

|  |
| --- |
| [ ]  The required minimum number of clinical practical observations have been completed.  |

 *to be completed by Board of Examiners:*

|  |
| --- |
| [ ]  No unresolved professional conduct reports.Meets admission requirements for thesis defence:\* [ ]  Yes [ ]  No Proposal approved on behalf of the Board of Examiners KT/TM by:  |

**Admission to the oral defence of the Master’s thesis project**

 The oral examination of the Master thesis can only take place if:
a. the student has completed at least 60 clinical practical observations.

b. there are no unresolved issues concerning professional conduct.

c. all other courses have been completed. Only exception: the Thesis Feasibility Study (TM30002), which may be completed as the final component if the Master thesis is the second-last course to be completed.

**Composition of the assessment committee for the Master’s thesis project**

**1**. The Board of Examiners appoints a Master Assessment Committee for each Master’s thesis project.
**2**. A Master Thesis Assessment Committee consists of three or four members:
- At least three members1) have a doctoral degree and belong to the scientific/medical staff2) of a university or
university medical centre.
- At least two of the LDE institutions are represented.
- One member is appointed as chair of the committee. The chairperson belongs to the senior scientific staff and is employed by LDE.3)
- One member has been responsible for the technically-oriented content of the master’s thesis project;
- One member has been responsible for the medically-oriented content of the master’s thesis project;
- At least one member has not been involved in the master’s thesis project.
- At most one member can be: a fellow/postdoc active in the field of expertise, an academic employee who has been involved in the master’s thesis project, or an expert from outside academia.
**3**. An extra member shall be added if the student, when registering for the final master’s examination, qualifies for the predicate ‘cum laude’. This extra member has not been involved in the master’s thesis project, belongs to the scientific/medical staff of LDE, and does not work at the same department as the other members.

1) Department heads can propose LDE staff members who do not meet the criteria as members of future Master Assessment Committees. The department head submits a motivation letter with CV to the Board of Examiners from which the qualifications of the staff member become evident.
2) Scientific Staff: a full professor, associate professor or assistant professor (HGL, UHD or UD) or fellow/postdoc active in the field of expertise. Medical staff: clinical staff, a medical specialist or clinical physicist.
3) Senior scientific Staff: Full professor, associate professor or university medical specialist. Department heads can propose assistant professors as chairpersons of future Master Assessment Committees, in accordance with 1).

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**Form B workflow**

**1. Student fills out top section, sends to** **SPA-3mE**no later than 30 working days before the intended thesis defence date.
**2. SPA checks and records completed courses and weighted average and sends to student and** **Master-TM**within 5 working days, and no later than 25 working days before the thesis defence date.
**3. Master TM sends the form to the chair.
4. The chair completes their part of the form, then sends back to** **Master-TM**within 5 working days, and no later than 20 working days before the thesis defence date.

**5. Master TM checks and records the clinical practical observations requirement and sends to the** **Board of Examiners** **(BoE)** within 5 working days, and no later than 15 working days before the thesis defence date.
**6. BoE performs professional behaviour check + committee composition**within 5 working days, and no later than 10 working days before the thesis defence date.

1. If RAS/Profileringsfonds has been awarded, record the number of months. [↑](#footnote-ref-1)
2. Medical staff, HGL, UHD, UD, Postdoc, Fellow, etc. [↑](#footnote-ref-2)
3. The weighted average of the degree programme (with regards to the cum laude predicate, Art. 30.1.a [RGBE](https://www.tudelft.nl/studenten/faculteiten/3me-studentenportal/onderwijs/gerelateerd/regelingen-reglementen/)). [↑](#footnote-ref-3)